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| Policy No: | ADM-POL-FNR-0019 |
| Policy Title: | Check Out Policies for Guests and Residents |
| Implementation Procedure: | ADM-PROC-FNR-0018 Check Out Procedures for Guests and Residents |
| Date of Issuance: | S.Y.2010-2011 |
| Effectivity: | S.Y. 2010-2001 to present |
| Page Number: | One (1) |
| Office of Origin: (Policy Expert) | Finance and Resources Department |
| "Supersedes" Notification: | |
| Purpose of Policy: | This policy defines the authorized personnel and the conditions in the issuance of Dormitory Identification Cards. |
| Detailed Policy Statement: | <p>Guests</p> <ul style="list-style-type: none"> • Guests should inform the Dorm Administrator of their decision to check out. • All rooms for check out shall be inspected by the Dorm Administrator to ensure that no damage has been made by the occupant. • In cases of damages, the Director of the Auxiliary Services shall be called to evaluate the monetary amount needed to repair the damages. • All damages and charges shall be noted by the Dorm Administrator and shall be paid in the Cashier Section. In cases when the cashier office is handling heavy payments during enrollment, the guest can pay through the Administrative Assistant of the Office of the Treasurer. • Guests shall be cleared from accountabilities only when the Dorm Administrator signs the Check Out form. <p>Residents</p> <ul style="list-style-type: none"> • All residents should inform the Dorm Administrator of their decision to move out from the Dormitory. • In the case of the athletes, a referral letter signed by the Athletics Moderator stating the exact date the athlete has to leave the Dormitory in relation to his contract as an athlete. This is also applicable to athletes who will be spending their vacation in their respective places. • The Dorm Administrator inspects the room and verifies if there are damages incurred by the resident. • All damages and charges shall be noted by the Dorm Administrator and shall be paid in the Cashier Section. In cases when the cashier office is handling heavy payments during enrollment, the resident can pay through the Administrative Assistant of the Office of the Treasurer. • Residents shall be cleared from accountabilities only when the Dorm Administrator signs the Check Out form. • All identification cards issued should also be surrendered to the Dorm Administrator. • All baggage is subject for inspection from the Dorm Administrator. |
| Applicability: | Finance and Resources Department |
| Policy Approval Authority: | Finance and Resources Director |
| Related Policies or References | |
| Definition: | |
| Prepared by: | Planning, Funding and Development Office |
| Approved by: |  Bro. Romulo Angeles, O.P. |
| Date of Approval | |

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